

SPECIAL EVENT SAFETY PLANNING

Risk Management

Contact Information

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Special Event Description

When planning a special event, there are many things that one must think about to ensure safety for everyone involved. In general a special event:

- Is nonroutine.
- Places a strain on University resources.
- Requires additional planning, preparation, mitigation, or policy/permit compliance.

Collapse all

Guidelines

Click on the [Special Event Safety Compliance.pdf](#) info sheet for a quick overview. Please print this handy sheet so you may have quick access to it while planning.

For any University hosted event on or off-campus, you will need to to enter a reservation into the [Online Reservation System](#).

Be as detailed as possible to ensure proper risk assessment is able to be completed.

The [Special Event Safety Plan \(SESP\)](#) may be required to be completed and submitted to Safety Risk Management (SRM) office at least 30 calendar days prior to the event start date.

The following requirements may also be applicable to your event:

- Consent and Release of Liabilty. Depending on the risk and liability associated with the event, Safety & Risk Management will advise if release of liability documents will be required.
- Special Event Insurance
- Events with Alcohol
- First Aid Stations
- State Fire Marshal Permit
- Parking
- Security

Campus On-line Reservation System (25Live)

Facilities reservations must be made online through the reservation system. This process may be completed [here](#).

Special Event Safety Plan (SESP)

This form is not required to be submitted to Safety & Risk Management - [Special Event Safety Plan \(SESP\)](#). However, it does list information that Safety & Risk Management would need to know about to be able to perform a proper risk assessment.

Higher risk special events include (but not limited to):

- live animals
- children
- physical activity (inflatable games, dunk booth, amusement rides, vehicles, carnival games)
- planned controversial presentations to large crowds
- concerts
- multiple vendors/exhibitors
- sporting events not sponsored by Athletics or Intramurals (races, marathons, walk-a-thons, competitions)
- political rallies, protests, marches or debates
- festivals, fairs, exhibitions, carnivals, parades, conventions
- single-day or multiple-day events/sites
- off campus general public invited

Special Event Insurance

Special event liability coverage is insurance designed to protect the Event Sponsor and the University from liabilities and accidents which arise during special events.

- Depending on the risk and liability associated with the event, Safety & Risk Management will advise of additional insurance requirements [\$\$]
- Special event liability insurance is arranged through Risk Management. Rates vary depending upon type of event and number of participants or spectators.
- Coverage is not bound and in force until the Event Sponsor provides Risk Management an account number for the premium, and the Risk Manager signs the insurance binder request. Please allow 10-15 days for coverage to be placed. Insurance must be bound and in force prior to the event taking place.
- Please note that the University has the authority to refuse use of university facilities for events that would pose an unacceptable level of risk to people or property.

Events may present additional liability risk for any of the following reasons (but not limited to):

- Alcoholic beverage service
- Special equipment such as bounce houses, rock climbing towers, or vehicles
- Live animals
- Physical activities such as dance, sports, or games
- High attendance or large number of off-campus attendees
- Live performances
- Age of participants (under 18)
- Duration of event or residency on campus, i.e., overnight camps
- Bonfire, barbeque equipment, fireworks, etc.
- Food preparation not provided by Campus Dining
- Any other activity or condition that might present additional liability risk to the University not specifically covered by the University's self-insurance program

Consent and Release of Liability

Depending on the risk and liability associated with the event, Safety & Risk Management will advise if release of liability documents will be required prior to the event. If it is determined that these waivers will be required for the event, please note the following information:

- This is a document completed by participants at the event
- Depending on the risk and liability associated with the event, Safety & Risk Management will advise if release of liability documents will be required
- Signed copies are maintained by the Safety & Risk Management office, after event is completed

Events with Alcohol

The Stanislaus State policy and procedures for the [Sale, Consumption, and Possession of Alcoholic Beverages.pdf](#) applies to all University facilities, buildings, and grounds (collectively known as the "campus"), to all events and activities held on the campus, to all University sponsored events off-campus, and to all University personnel and students. Event sponsors must read and fully comply with the campus [policy.pdf](#)

- Safety & Risk Management will route the event information for administrative approvals, according to the policy
- Alcohol may only be provided by the contracted campus dining caterer
- Liquor liability insurance may be required [\$\$]
- Security by the University Police may be required [\$\$]
- Outdoor events will be required to have fencing to enclose alcohol service area and restrict to persons 21 years and older

First Aid Station

Depending on the risk and size of the event, Safety & Risk Management will advise of the minimum standards for the provision of first aid.

- American Red Cross, Emergency Medical Technicians, and/or ambulance standby service may be required [\$\$]

State Fire Marshal Special Event Permit

Depending on the risk and scope of the event, a Fire Marshal Permit may be required [\$\$].

Parking

Vehicles parked on campus are required to display a Stanislaus State parking decal, daily permit, visitor permit, or be parked in an area reserved for a specific event (parking moratorium) that is issued by the University Police. Special parking arrangements must be indicated within your 25Live reservation. Acquiring a parking pass is required to avoid any type of parking citation. Additional information may be found at [Parking On Campus](#)

Security

The University Police provide oversight of all special events held on campus and take intervention measures as appropriate to provide protection for participants and attendees as well as appropriate measure for the security of University property.

- The number and type of security personnel required for each special event will be determined by the University Police [\$\$]
- The University Police have authority to shut down a special event when it is determined that to continue the event would place the welfare and/or safety of spectators, performers, or other persons at immediate risk of serious injury or death or risk of significant property damage. The senior Officer on scene shall take into account the totality of the circumstances and whenever possible notify the Chief or Lieutenant prior to taking action.

There may be an additional cost or fee associated with this requirement.

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